FILING RULES

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FILING RULES

FOR THE

ARRANGEMENT OF THE DICTIONARY CATALOGS

OF THE

CLEVELAND PUBLIC LIBRARY

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CLEVELAND PUBLIC LIBRARY

Cleveland, 1929

Fourth Printing

Introductory Note

The following rules have been compiled for the use of assistants in the Cleveland Public Library and for the instruction of the Library's apprentice classes. Because of the latter purpose, a logical arrangement of the rules has been adopted, very full examples have been given, and a few explanations of cataloging terms unfamiliar to the inexperienced filer have been included.

An alternative simplified scheme for Subject and Place arrangement for the branch library catalogs has been indicated in footnotes.

These rules are based on those given in the fourth edition of Cutter's "Rules for a dictionary catalogue," which have been modified to apply to the cataloging practice of this library. They were compiled under the direction of Miss S. K. Hiss, Catalog Librarian, by Miss Bertha Barden, First Assistant in the Catalog Department.

Linda A. Eastman, Librarian

December, 1922.

Table of Contents

	Rule
Alphabetical Arrangement	1—11
Order of Entries under Same Word	12
Inverted Headings	13
Personal Names	14—17
Author Arrangement	18—19
Anonymous Classics	20
Title Arrangement	21—24
Subject Arrangement	25—30
Place Arrangement	31—33
Corporate Entries	34
Numerical Arrangement	35

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Explanations and Definitions

The following explanations are for those filers who may not be familiar with cataloging terms.

Entry

Each card in the catalog which records a book is called an **entry**.

Entries are either **main** or **secondary**. For filing purposes a main entry may be distinguished from a secondary entry by the indention of the first word on the top line. If the first word is written as far to the left as the body of the card is written, it is a main entry. If the first word is indented three spaces to the right, it is a secondary entry.

Entries may be author, title or subject entries.

Author entries may be either main or secondary entries. They may be headed either by the name of a person, or by the name of an institution, society, government department and the like. The latter are called corporate authors. Author entries are written in black.

Title entries are usually secondary entries, but may be main entries. They are written in black.

Subject entries are secondary entries. The subject is written at the top in red and thus distinguishes a subject from an author or title entry.

Heading

The word or group of words at the head of the card by which its alphabetical place in the catalog is determined, is called a **heading**.

A **subdivision** or **subheading** is that part of a heading which is preceded by a dash (—) or a period (.). *Example:* France — Army; Agriculture — Statistics; U. S. — Dept. of commerce; Chicago. University.

An **inverted heading** is a heading in which the words are transposed in order to bring the important word first, *e. g.* Gettysburg, Battle of; Psychology, Educational.

Cross Reference

A cross reference is a direction from one heading to another; it may be a *See* reference, *e. g.* Ornithology, *see* Birds; or a *See also* reference, *e. g.* Birds, *see also* Robin.

Alphabetical Arrangement

1. Arrange all entries, English and foreign, according to the English alphabet.

   (a) Disregard marks used to modify vowels and consonants, *e. g.*
   Arrange č, ł, ñ, as c, l, n.
   Arrange ä, å, æ, ö, ø, in Danish and Swedish as a, o.
   Arrange ä, ö, ü, in German as a, o, u.

   Example:

   Mueller, F. B.
   Muller, A. J.
   Müller, Max
   Münsterberg, Hugo

   (b) Arrange the Gothic characters v (for u) and vv (for w) as u and w.

2. Alphabet letter by letter to the end of the word, and then word by word, beginning with the first word on the top line. Every word (article and preposition included) is to be regarded.

   Exceptions:

   (a) Disregard the **initial article.**
   In French, Italian and Spanish do not disregard initial articles which are compounded with a preposition, *e. g.* the genitive and dative cases.
   (*See* List of initial articles in foreign languages to be disregarded, p. 26).

   (b) Disregard the abbreviations K. K., I., R., etc. (standing for the words Kaiserlich, Königlich, Imperiale, Reale, etc.) at the beginning of names of foreign learned academies, societies, etc.

   Example:

   R. Academia española, Madrid
   K. Akademie der künste, Berlin
   "And they thought we wouldn't fight"
   The Art amateur
   L'art de notre temps
   Art of living
   Art of the Greeks
   Arthur
   De la terre à la lune
   De libris
   Du contrat social
   Du pape
   Dublin

3. Arrange **initials** before words of the same initial letter.

   Example:

   A. B. C. of electricity
   The A. E. F.
   Abbeys
   Brown, T. L.
   Brown, Thomas

4. Arrange **numerals**, in titles of books, as if written out in the language of the rest of the title.

The numerals 100, 1000, etc., are arranged as if written
One hundred; One thousand.

Numerals over 1000 are arranged as they are spoken, *e. g.*
1500 as Fifteen hundred.
2510 as Two thousand five hundred and ten.

Example:

100 deutscher Männer (Ein hundert)
Henry VIII (Henry Eighth)
Henry Esmond
1914 (Nineteen fourteen)
Nineteen-o-four air brake catechism
1917 war tax guide (Nineteen seventeen)
99 recipes (Ninety-nine)
100 plans (One hundred)
One of them
One thousand and one anecdotes
1001 questions (One thousand and one)
1000 mythological characters (One thousand)
1600 business books (Sixteen hundred)
$1200 a year (Twelve hundred)

5. Alphabet the character & as 'and,' 'et,' 'und,' etc., according to the language used.

6. Disregard all grammatical distinctions, as noun or adjective, possessive or plural, and arrange strictly alphabetically.

Example:

Boy scouts
Boycott
Boys' clubs
Boy's King Arthur
Boys of '76
A boy's town

7. Arrange **abbreviations** as if spelled in full: Mc or M', S., St., Dr., Mr., Mrs., Mlle, as Mac, Sanctus, Saint, Doctor, Mister, Mistress, Mademoiselle, etc.

Examples:

Macdonald, Alexander
MacDonald, Arthur
McDonald, Donald
MacDonald, George
McHenry, James
Machine design
M'Ilvaine, A. R.
Mr. Dooley
Mistletoe
Mrs. Allen's cook book
Mistress Brent
Mrs. Wiggs of the Cabbage Patch

7. *(Continued)*

Exceptions:

(a) Names beginning with D', L', O', are arranged as they are spelled, disregarding the apostrophe.
(*See* examples under Rule 11.)

(b) Initials standing for names of organizations are to be treated as initials, not as abbreviations.

Example:

The A. E. F.
A. L. A. booklist
A. L. A. in Siberia
À la mode cookery
Aaron

8. Arrange **elisions** as they are written. Regard as one word the contraction of two words resulting from an elision, *e. g.* Who's for Who is.

Exception:

Articles and prepositions in foreign languages, in which the final letter is elided, are to be treated as separate words

Examples:

Flower o' the grass
Flower o' the lily
Flower of destiny
Flower of the mind
Who is who in insurance
Wholesale prices
Whom the gods destroy
Who's the author
Who's who
Whose . . .

Bibliothèque d'anthropologie
Bibliothèque d'histoire de Paris
Bibliothèque de la révolution
De l'intelligence
De la vida internacional
Histoire d'un conscript
Histoire de l'Alcoran
Histoire de la France
Histoire des rois mages
Histoire du peuple d'Israel

9. Arrange **hyphened** words as if separate.

Example:

The book and its story
Book-binding, *see* Bookbinding
Book for a corner
Book-hunter
Book of animals
Book plates
Bookbinding
Books

Exception:

Arrange as one word hyphened words compounded with a prefix, such as, anti-, co-, inter-, non-, post-, pre-, re-, trans-, etc.

9. *(Continued)*

Example:

Cooperative marketing
Co-operative movement
Inter arma (Latin title)
Interaction
Inter-America
Interchange
Inter-collegiate association
Intercollegiate bureau
Inter-state board
Interstate commerce
Preaching
Pre-Columbian
Preglacial
Pre-historic America
Prehistoric Americans
Remaking a man
Re-making of China
Tomorrow
To-morrow morning

10. Arrange **names compounded of two words,** when written as two words, with or without a hyphen, as separate words.

Examples:

Hall, W. S.
Hall & Patterson
Hall family (subject)
Hall marks
Hall of fame
Hall-Quest, Alfred
Hall-Wood, Mary
Hallam
New, John
New Hampshire
The New republic
New thought
New York
Newark
Newfoundland

Exception:

Arrange names in which the article forms part of the name, as one word. (*See* Rule 11).

11. Arrange **names compounded with prefixes** as one word.

This includes personal and place names in which an article is written as part of the name.

Exception:

Disregard the article al at the beginning of Oriental personal names.

Examples:

De senectute (Latin title)
Defoe
De La Pasture
Delaware
Del Mar
De Luxe building co.
Democracy
De Morgan
Demosthenes
D'Ooge
Dooley
El-Amarna tablets
Eldest son
El Dorado
Elocution
El Paso
Larned
La Rochelle
La Salle, Réné
La Salle county, Ill.
Lassalle, Ferdinand
Lester

11. *(Continued)*

L'Estrange, Alfred
LeStrange, Guy
L'Estrange, Roger
Leyland
L'Heureux
Li Hung Chang
Libby
O pioneers
Oak
O'Brien
Observatories
O'Carroll
Occupations
T. Tembaron
al-Tabarī
Tabb
Van Buren
Vance
Vancouver
Van Dyck

Order of Entries Under Same Word

12. When the **same word** is used for different kinds of heading, arrange in the following order:

Person (author and subject entries)
Place (author and subject entries)
Subject (not person or place)
Title

Arrange a place or subject followed by a subdivision immediately after the same place or subject with no subdivision.

Examples:

London, Jack (person as author)
London, Jack (person as subject)
London (place)
London—Description (place with subdivision)
London—History (place with subdivision)
London, Ont. (place)
London (title)
London bridge (subject)
London lyrics (title)
London mathematical society (author)
} Longer headings beginning with the same word
Power, Rhoda (person)
Power (Mechanics) (subject)
Power (Mechanics)—Periodicals (subject with subdivision)
Power (title of periodical)
Power (title of book)
Power boating (title of periodical)
Power boats, *see* Motor boats (subject cross reference)
Power boats (title of book)

Inverted Headings

13. Arrange **inverted headings** by the word preceding the comma and before longer headings beginning with that word. (*See also* Rule 27).

13. *(Continued)*

Examples:

Friends, Society of
Friends and cousins

Gettysburg (title)
Gettysburg, Battle of

The household
Household, Materials for the
Household art
Household management

Psychology
Psychology—Study and teaching
Psychology, Comparative (subject)
Psychology, Educational (subject)
Psychology, Employment (inverted title)
Psychology, Pathological (subject)
Psychology of religion

Personal Names

14. **Forenames** precede the same names as surnames.

Example:

Christian IV, king of Denmark
Christian, James

15. Arrange **forenames** which are the same, alphabetically by the designation or title of nobility following the name, disregarding numerals, except with names of the same designation.

Arrange names of the *same designation* numerically and disregard an epithet, such as 'the Conqueror,' 'the Bold,' or a second forename, which comes between the numeral and the designation.

A second forename not preceded by a numeral is treated as a compound name. (*See* Rule 10).

Examples:

Charles, the Bold, *duke* of Burgundy
Charles V, *emperor* of Germany
Charles V, *king* of France.
Charles II, *king* of Great Britain
Charles XII, *king* of Sweden
Charles XIV, John, *king* of Sweden and Norway
Charles, Cecil
Charles Martel, king of the Franks
Charles the Second (title of a book)

John, *de* Baliol
John, *duke* of Burgundy
John, *king* of England
John, *of* Austria
John XXI, *pope*
John, *Prester*
John, *Saint*, apostle.
John, *the* Baptist

16. Arrange headings of the **same surname** according to the forenames

(a) A surname without a forename precedes one with a forename.

(b) An initial of a forename precedes a fully written forename beginning with the same initial.

(c) When forenames are the same, arrange chronologically (by date of birth). Arrange a name without dates before the same name with dates.

(d) A real name precedes the same name as a pseudonym.

(e) In a heading (not in a title) disregard such words as Mrs., Hon., Sir, Gen., Capt., etc.

(f) Arrange the name of a firm in which forenames or initials follow the first surname, in its alphabetical place with personal names. But arrange a firm name without forenames alphabetically with titles and not with personal names.

Examples:

Brown
Brown, Mrs.
Brown, A. C.
Brown, Arthur
Brown, John, of Great Yarmouth
Brown, John, d. 1643
Brown, Capt. John, 1800-1859
Brown, John, pseud.

Strong, William
Strong as death
Strong, Carlisle & Hammond co.
Strong family
Strong, Sturgis & co.
Wilson, Gordon
Wilson, H. W. firm, publishers
Wilson, Harry

17. Names alike except for the final letter should be arranged separately.

Example:

Clark, S. S.
Clarke, A. L.
Clarke, John

Author Arrangement

18. Under an author's name adopt the following order:

1. Works of author, whether single or collected, arranged alphabetically by the first word (not an article) of the title.

(a) Disregard the fact that the author is editor, compiler, translator, or joint author, when the heading indicates a *main* entry.

(b) Arrange a later edition, which has exactly the same title as the earlier, before the earlier edition.

(c) Arrange a translation alphabetically by its own title, not behind the original.

(d) File a criticism of a particular work (heading in red) immediately behind the title criticised.

18. *(Continued)*

2. Works as joint author, editor, or translator, when the heading indicates a *secondary* entry, arranged alphabetically by the main entry heading for the book.

3. Works about the author (name in red) arranged alphabetically by the main entry heading for the book.

Example:

1. Lang, Andrew
   Adventures among books.
   Lang, Andrew, ed.
   Blue fairy book.
   Lang, Andrew
   Books and bookmen.
   Lang, Andrew, comp.
   Border ballads.
   Lang, Andrew
   Making of religion.

2. Lang, Andrew, joint author
   Haggard, H. R.
   World's desire.

   Lang, Andrew, tr.
   Homer
   Iliad.

   Lang, Andrew, ed.
   Scott, Sir Walter
   Lyrics and ballads.

3. Lang, Andrew (subject)
   Gosse, E. W.
   Portraits and sketches. p. 197-211.

   Lang, Andrew (subject)
   James, Henry
   Lang; a biography.

19. Under **Shakespeare** arrange as follows:

1. Collected works, alphabetically by title.

2. Individual works, and works about them, alphabetically by title of the individual work.
   (a) Arrange all texts of one title together before works about it.
   (b) Disregard such preliminary words as Shakespeare's, Shakespeare's comedy of, The tragedy of, etc., which would separate different editions of the same title.

3. Works about Shakespeare, alphabetically by subject divisions.

19. *(Continued)*

Example:

1. Shakespeare, William
   Complete dramatic and poetic works.

   Shakespeare, William
   Works.

2. Shakespeare, William
   As you like it; ed. by F. J. H. Darton

   Shakespeare, William
   (Shakespeare's comedy of) As you like it, with illustrations.

   Shakespeare, William
   (Shakespeare's) As you like it; with introduction and notes.

   Shakespeare, William } subject heading for
   As you like it. } a criticism

3. Shakespeare, William (subject)
   Shakespeare, William—Authorship
   Shakespeare, William—Biography

Anonymous Classics

20. Under **Bible** arrange as follows:

a. Bible as a whole

1. Bible (English text: author heading with no subdivision)
   Alphabetically by title.
2. Bible— (Text in other languages: author heading subdivided by language)
   Alphabetically by language.
3. Bible—Selections (author heading)
   Alphabetically by title.
4. Bible (subject)
   Arrange subject subdivisions alphabetically by subdivision.

b. Old Testament

1. Bible—O. T.
   Arranged as under Bible (a.1—4 above)
2. Bible—O. T.— (subdivided by name of individual book or group of books)
   Arranged *alphabetically* by name of book or group.
   Texts of a book are filed before works about it.

c. New Testament

Bible—N. T.
Arranged same as Bible—O. T.

Other sacred books and anonymous classics, such as the Koran, Talmud, etc., should be arranged similarly.

21. Arrange headings consisting of exactly the **same title** alphabetically by author.

In case of titles of the same book which differ only in the date of the edition, arrange by date, the latest edition first.

Examples:

The pioneers.
Cooper, J. F.

The pioneers.
Mackey, C. D.

Plays of the pioneers . . .

The pioneers.
Oppenheim, James
The pioneers; a poetic drama.

Helios.
Hauptmann, G. J. R.

Helios. 1919.
Heine safety boiler co.

Helios. c1912.
Heine safety boiler co.

22. **Punctuation marks** in titles are usually to be disregarded.

Exceptions:

(a) Titles of periodicals: disregard the explanatory title (following the semicolon or comma) which is not familiarly known as part of the name.

(b) Inverted titles. (*See* Rule 13).

Examples:

Man, Isle of
Man—an adaptive mechanism
A man for the ages
Man,—the animal
The man versus the state
Man: whence, how and whither
The man who was

Motor; the national monthly
Motor age
The motor boat
Motor boats
Motor-cycle
Motor world
Motorboat handbook
Motorcycle manual

23. In case of titles beginning with a word spelled in different ways, or with a word written sometimes as two words or hyphened, and sometimes as a single word, arrange the words as they are written (*i. e.* following the title page) and make cross references between the various ways of writing the word, *e. g.*

Folk lore, *see also* titles beginning with Folklore written as one word.

Folklore, *see also* titles beginning with Folk lore or Folk-lore written as two words.

Civilization, *see also* titles beginning with this word spelled Civilisation.

24. File the title of a **periodical** used **as author** after the title entry for the periodical itself.

Example:

The Atlantic monthly, a magazine of literature . . .
The Atlantic monthly (author)
Atlantic classics.
Power. v. 6— (entry for magazine)
Power (author)
The second Power kink book.
Power (title of a book by Lucke)

Subject Arrangement

25. Arrange entries of the **same subject heading** alphabetically by the first word (not an article) on the line below the subject, *i. e.* the main entry heading for the book.

Example:

English poetry—Collections
A book of old English love songs.

English poetry—Collections
Cody, Sherwin, ed.
A selection from the great English poets.

English poetry—Collections
An English garner . . .

English poetry—Collections
Noyes, Alfred, ed.
A poet's anthology.

Note: In some cases under a subject an author's forenames may be represented by initials on one card, while printed in full on another. Disregard this difference.

*26. Arrange **subdivisions** of a subject, *i. e.* the part of the subject heading preceded by a dash (—), in groups as follows:

1. Subject and form divisions, arranged alphabetically.
2. Period divisions (when used), arranged chronologically.
3. Geographical divisions, arranged alphabetically.

Example:

1. American literature—Collections
   American literature—Study and teaching
2. American literature—Colonial period
   American literature—20th century
3. American literature—California
   American literature—Indiana

(*See also* example under Rule 27).

*27. Arrange **inverted subject headings** beginning with the same word, after the subdivisions of the subject, but before longer headings beginning with the same word. (*See also* Rule 13).

Example:

Art—Essays
Art—History
Art—Periodicals
Art—Italy
Art—U. S.
Art, Ancient
Art, Municipal
Art, Oriental
Art, Renaissance
Art and morals
Art industries and trade

28. File **references** to pamphlet box and vertical file material, or to other catalogs, after the subject entries under the same heading, but before any further subdivisions of the same.

29. File *see also* **references** before the subject entries of the same heading.

Example:

Architecture, *see also* Building, Castles
Architecture
Architecture—Bibliography
Architecture—History
Architecture, Domestic, *see also* Bungalows, Cottages
Architecture, Domestic
Architecture, Domestic—Designs and plans

30. Do not mix together two subjects because the same word stands for both.

Examples:

Composition (Art)
Composition (Music)
Composition (Printing), *see* Typesetting
Painting
Painting—Study and teaching
Painting, Medieval
Painting (Industrial)

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*26-27 Alternative for branch catalogs:

Arrange together alphabetically, regardless of punctuation (— or ,) all subdivisions of a subject, including inverted headings; except period divisions under the subdivision —History, which are arranged chronologically.

Example:

Art, Ancient
Art—Essays
Art—History
Art, Municipal
Art—Periodicals
Art, Renaissance
Art—U. S.
Art and morals

Place Arrangement

*31. Arrange entries under the name of a **place** (country, state, city, etc.) in three groups as follows:

1. **Official entries**

Note: The names of official departments, etc., are indicated by a dash (—) or, on Library of Congress cards, by italics, in the heading. They may thus be distinguished from public institutions, etc., which file in group 3, and which are indicated by a period (.) or, on Library of Congress cards, by black face type in the heading.

This group includes author entries for works by a country, state, city, etc., and by its official departments, divisions, offices, bureaus, commissions, committees, etc.; also, entries for the texts of constitutions, charters, ordinances, laws, and treaties.

It also includes the following subject entries: works about the official departments, etc., and about the constitutions and charters. Subject entries for Army, Navy, and Militia, however, do not file here, but in group 2.

(a) Arrange entries consisting of the name of the place followed by such words as *defendant, plaintiff,* etc., before the official departments.

(b) Arrange the entries for the official departments, etc., alphabetically by the first word of the subdivision, *e. g.*

U. S.—Bureau of education
U. S.—Dept. of commerce

Where the file is large, cross references should be made from the distinctive word in the subdivision, *e. g.*

U. S.—Commerce, Dept. of, *see*
U. S.—Dept. of commerce

(c) Arrange secondary author entries under the name of a department, etc., after the main author entries and before the subject entries for the same department.

Example:

U. S.—Forest service (main entry)
Forest atlas.

U. S.—Forest service (secondary entry)
Dunning, C. W.
Wood-using industries of Ohio.

U. S.—Forest service (subject entry)
Boerker, R. H. D.
Our national forests.

*31. *(Continued)*

2. Subject entries

This group includes all the works about the country, state, city, etc.

(a) Arrange subdivisions alphabetically.

(b) Arrange further subdivisions of such headings as—Foreign relations,—History,—Politics and government in the following order:

1. Subject divisions alphabetically
2. Period divisions chronologically
3. Geographical divisions alphabetically

Example:

U. S.—Foreign relations
1. U. S.—Foreign relations—Bibliography
   U. S.—Foreign relations—Treaties
2. U. S.—Foreign relations—Revolution
   U. S.—Foreign relations—1914—
3. U. S.—Foreign relations—Canada
   U. S.—Foreign relations—China

3. Institutions, titles, etc.

This group includes entries for works by and about all institutions, societies, etc., which are entered under the name of the place, or whose name begins with the name of the place; also all titles beginning with the name of the place. Public institutions, such as public libraries, state universities, etc., are to be included here and not in group 1. (*See* note under 1. Official entries).

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*31 Alternative for branch catalogs:

The arrangement in three groups given above is recommended for headings beginning with Cleveland and United States.

Under other places arrange in two groups as follows:

1. Arrange together alphabetically all subdivisions, both author and subject, whether preceded by a dash or a period.
2. Arrange together all headings beginning with the name of the place in which no mark of punctuation separates the place from the rest of the heading.

Example:

1. Ohio. Boys' industrial school
   Ohio—Constitution (text)
   Ohio—Constitution (subject)
   Ohio—Highway dept.
   Ohio—History
   Ohio—State board of health
   Ohio. State school for the deaf
2. Ohio blue book
   Ohio state board of commerce
   Ohio state university

*31. *(Continued)*

Examples:

1. Cleveland—Board of education
   Cleveland—Charters

2. Cleveland—Biography
   Cleveland—History

3. Cleveland; a descriptive book
   Cleveland advertising club
   Cleveland beautiful
   Cleveland. Chamber of commerce
   Cleveland charities directory
   Cleveland. Federal building
   Cleveland foundation
   Cleveland museum of art
   Cleveland. Public library (as author)
   Cleveland. Public library (as subject)
   Cleveland. Welfare federation

1. United States, petitioner
   U. S.—Agriculture, Dept. of,
   see U. S.—Dept. of agriculture
   U. S.—Bureau of chemistry
   U. S.—Bureau of education
   U. S.—Congress (as author)
   U. S.—Congress (as subject)
   U. S.—Constitution (text)
   U. S.—Constitution (subject)
   U. S.—Dept. of agriculture
   U. S.—Education, Bureau of,
   see U. S.—Bureau of education
   U. S.—Treaties (text)
   U. S.—Weather bureau (as author)
   U. S.—Weather bureau (as subject)

2. U. S.—Census
   U. S.—Description and travel
   U. S.—Foreign relations—Treaties
   U. S.—History
   U. S.—History—Sources
   U. S.—History—Study and teaching
   U. S.—History—Colonial period
   U. S.—History—Revolution
   U. S.—History—Civil war
   U. S.—History—1865-1898
   U. S.—History, Military
   U. S.—Navy
   U. S.—Politics and government
   U. S.—Social life and customs

3. United States army regulations (title)
   United States steel corporation

32. In case of different places of the same name, arrange in two main groups:

1. The different places alphabetically by the distinguishing designation; under each observing the following order:

   (a) Place as author
   (b) Place as subject
   (c) Institutions, etc., when the distinguishing designation is given in the heading.

2. Institutions, titles, etc., in which the distinguishing designation is not given or is included in parentheses.

Examples:

1. Concord, Mass.
   Concord, Mass.—History
   Concord, Mass. Public library
   Concord, N. H.—City history commission
   Concord, N. H.—History
   Concord, N. H. Old meeting house
   Concord, N. H. Public library
   Concord, Tenn. Farragut school

2. Concord, Battle of
   Concord days
   Concord River

1. Washington, D. C. (as author)
   Washington, D. C. (as subject)
   Washington, D. C. Chamber of commerce
   Washington, D. C. National gallery of art
   Washington, D. C. Public library
   Washington, D. C. White house
   Washington, Mt., N. H.
   Washington (State) (as author)
   Washington (State) (as subject)

2. Washington academy of sciences
   Washington (State). Agricultural experiment station
   Washington and Lee university
   Washington county, Ohio
   Washington family
   Washington. State college
   Washington state conference for social welfare
   Washington state historical society
   Washington. State library
   Washington, the nation's capital
   Washington (State). University
   Washington university, St. Louis

33. Under **New York** arrange as follows:

1. New York (City): a[as author b[as subject
2. New York (Colony)
3. New York (State): a[as author b[as subject

4. All institutions, societies, and titles beginning with New York, without distinction for city or state, disregarding the words (City) and (State) if enclosed in parentheses.

Example:

1. New York (City)—Board of education
   New York (City)—Charters
   New York (City)—Fire dept.
   New York (City)—Description
   New York (City)—History

2. New York (Colony)

3. New York (State)—Dept. of health
   New York (State)—Laws, statutes, etc.
   New York (State)—State hospital commission
   New York (State)—History
   New York (State)—Politics and government

4. New York (State). Agricultural experiment station
   New York city milk problem
   New York Edison company
   New York. Metropolitan museum of art
   New York. Public library
   New York state bar association
   New York. State library
   New York state museum
   New York times

Corporate Entries

34. Under corporate names of institutions, etc., such as universities, churches, museums, etc., arrange all subdivisions, whether author or subject, together alphabetically by the first word of the subdivision.

Examples:

British museum (as author)
British museum (as subject)
British museum—Dept. of manuscripts
British museum—Dept. of printed books
British museum—Library
British museum—Manuscripts

34. *(Continued)*

Examples:

Harvard university (as author)
Harvard university (as subject)
Harvard university—Bureau of vocational guidance
Harvard university—Divinity school
Harvard university. Dramatic club
Harvard university—Fiction
Harvard university—History
Harvard university—Law school
Harvard university—Library (as author)
Harvard university—Library (as subject)

Protestant episcopal church (as author)
Protestant episcopal church (as subject)
Protestant episcopal church—Board of missions
Protestant episcopal church—Book of common prayer
Protestant episcopal church—Diocese of Ohio
Protestant episcopal church—Education
Protestant episcopal church—Joint commission on social service
Protestant episcopal church—Missions

Numerical Arrangement

35. A numerical, instead of an alphabetical, arrangement is sometimes to be preferred, as in the following cases:

(a) Names of conferences, congresses, etc., which are distinguished by number and date.

Examples:

American peace congress. 1st, New York, 1907
American peace congress. 3d, Baltimore, 1911
American peace congress. 4th, St. Louis, 1913

U. S.—Congress
U. S.—Congress—53d Cong.
U. S.—Congress—62d Cong.
U. S.—Congress—64th Cong., 1st sess., 1915-1916
U. S.—Congress—House
U. S.—Congress—Senate

(b) Entries under the name of a series, when the number follows the name of series.

Example:

The American nation: a history. v. 2
Farrand, Livingston
Basis of American history . . . .

The American nation: a history. v. 3
Bourne, E. G.
Spain in America . . .

Initial Articles in Foreign Languages To Be Disregarded In Alphabeting

French	Italian	Spanish	Portuguese	Hungarian
l'	gli	el	a	a
la	i	la	as	az
le	il	las	o	egy
les	l'	lo	os	
un	la	los	um	
une	le	un	uma	
	lo	una		
	un			
	una			

German	Dutch	Danish and Norwegian	Swedish
das	de	de	de
dem	den	den	den
den	der	det	det
der	des	di	en
des	een	en	ett
die	eene	et	
ein	eenen		
eine	eener		
einem	eens		
einen	het		
einer	't		
eines			

Index

The figures indicate rules.

Abbreviations 2, 7
Added entry 18, 31
Ampersand 5
Anonymous classics 20
Apostrophe 6-8, 11
Article 2, 8, 10-11
Associations 31-34
Author arrangement 18
Bible 20
Business firms 10, 16f
Chronological arrangement 26, 31, 35
City 31-33
Cleveland 31
Compiler 18
Compound names 10-11
Compound words 9-11, 23
Conferences 35
Congresses 35
Corporate entry 31-34
Country 31-33
Criticism 18
Dates 4, 16, 21, 31, 35
Edition 18, 21
Editor 18
Elisions 8
Epithets 15
Family names 10, 16
Figures 4
Firms 10, 16f
Forenames 14-15
Gothic characters 1
Government entries 31-33
Hyphened words 9-11, 23
Illustrator 18
Initial article 2, 8, 10-11
Initials 3, 7, 16
Institutions 31-34
Inverted headings 13, 27
Joint author 18
Learned academies 2
Mac, Mc 7
Main entry 18, 31
Modified vowels 1
Mr., Mrs. 7, 16e
Names, Compound 10-11
Names with prefixes 11
New York 33
Noblemen 15
Numerical arrangement 35
Numerals 4, 15, 35
Official publications 31
Oriental names 10-11
Periodicals 12, 22, 24
Personal names 10-11
Place 12, 31-33
Place names 10-11
Popes 15
Possessive case 6
Prefixes 7, 9, 11
Preposition 2, 8
Pseudonym 16
Publisher 10, 16f
Punctuation marks 22, 26-27, 31
References 28-29
Sacred books 20
Saints 15
Same name 15-16, 32
Same word for different headings 12, 31-33
Secondary entry 18, 31
See also references 29
Series 35
Shakespeare 19
Societies 2, 31-34
Sovereigns 15
Spelling 1, 23
State 31
Subdivisions 12, 20, 26-27, 31-34
Subject 12, 18-20, 25-34
Surnames 10-11, 14, 16-17
Title 2-6, 12-13, 18-19, 21-24, 31
Titles of honor 15-16
Translations 18
Translator 18
Umlaut 1
United States 31, 35
Universities 34
Vowels 1
Washington 32

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JUN 9 1978 RETD			

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